

TECHNICIAN PERSONNEL REGULATION
No. 296-33

HEADQUARTERS
DEPARTMENTS OF THE ARMY AND THE AIR FORCE
Washington, DC 20310-2500 1 October 1988

TECHNICIAN PERSONNEL REGULATION 296-33

This regulation contains the National Guard Bureau regulatory requirements that States must observe in processing personnel actions.

1. National Guard Bureau supplements to FPM Supplement 296-33 are inclosed.
2. File the transmittal sheet with FPM Supplement 296-33 installment sheets.

Users of this publication are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-TN, 5600 Columbia Pike, Falls Church, VA 22041-5125

BY ORDER OF THE SECRETARIES OF THE ARMY AND THE AIR FORCE:

OFFICIAL

HARRY M. LESLEY
Lieutenant Colonel, USAF
Executive, National Guard Bureau

HERBERT R. TEMPLE, Jr.
Lieutenant General, USA
Chief, National Guard Bureau

DISTRIBUTION: D
(Each SPMO)

*Supersedes TPR 296-33, 31 October 1984 and Change 1, 1 November 1985

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Subchapter 1. Introduction to the Guide to Processing Personnel Actions

S1-4. Use of Codes.

c(ADDED). Agency 900 codes are listed in Figure 3-3(ADDED).

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Subchapter 3. How to Complete SF 52, Request for Personnel Action

S3-3. Instructions.

f(ADDED). Each SPMO must develop procedures for the use of SF 52. These procedures should cover:

- (1) Instructions on completion of Part I of the SF 52 by supervisors/managers, including the requirement to identify the level of security clearance needed to perform the duties of the position..
- (2) The routing of the SF 52 prior to receipt in the SPMO.
- (3) Responsibilities within the SPMO once the SF 52 is received. Block A, Part III should be used to verify internal position control, classification, and placement/employment. Block C, Part III should include X-118 standards for competitive service positions and NGB/State qualification standards for excepted service positions. Grade and series must be listed for which qualified. SF 52 information must be coded by the Personnel Management Specialist(s) responsible. This coding represents a technician's career and is not an administrative function.

NOTE(ADDED): When determining nature of action codes and nature of actions, the word "Agency" means Department of the Army (Army National Guard) or Department of the Air Force (Air National Guard).

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Figure 3-2. How to Complete Part II - For Preparation of SF 50

Block No.	(See Note 2)	When to Complete	How to Complete
7	Position Title and Number		Include the position description control number (MPCN/PDCN). All alpha/numeric codes will be shown, e.g., F4325000A.
15	Position Title and Number		Include PDCN as required in block 20.
23	Veterans Preference		Enter "N/A"
45		a. Must also be completed on appointments of technicians in Tenure Groups 3 and 0.	
51		a. Must also be completed on appointments of technicians in Tenure Groups 3 and 0.	
PART F	Remarks for SF 50		May also be used to document the numeric authority codes found in the TPR 296-33 tables. These codes can be placed in part B, blocks 40-44. These codes are used for TPMIS reporting purposes only. Military grade may be reflected in the remarks section.

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Figure 3-3(ADDED). Agency Use of Codes 900 through 999

a. The following personnel actions and codes may be documented by issuing an SF 52/SF 50. Documentation is not mandatory. These actions and codes are not reported to TPMIS.

- 902 - Change in Technician Position Title (List form is authorized)
- 903 - Detail - NTE (date).
- 904 - Extension of Detail - NTE (date) - To be used to extend 903 actions.
- 905 - Termination of Detail - To be used to terminate 903 or 904 actions.
- 906 - LWOP - NTE (date) - Use to document LWOP from 1 hour up to and including 30 calendar days.
- 907 - RTD - LWOP - Use to return technician from 906 actions.

b. The following codes require issuance of an SF 50 or list form. They are reported to TPMIS using 78K as the authority code and 32 USC 709 as the authority.

- 900 - Change in Position Description Control Number - To be used when no other personnel action takes place.
- 910 - Denial of Within Grade Increase - Follow procedures outlined in Table 17-C.
- 912 - Reassignment-NTE - Follow procedures outlined in Table 14-H.
- 914 - Extension of Reassignment-NTE - Follow procedures outlined in Table 18-C.
- 916 - Termination of Reassignment-NTE - Follow procedures outlined in Table 14-H.

NOTE: The 900 code can also be used to change various TPMIS data elements that do not require the issuance of an SF 50.

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Figure 3-4(ADDED). Position Sensitivity

a. Military technicians are considered military members for all purposes of security. However, the SPMO is responsible for assuring that the individual possesses the level of security clearance necessary to perform his/her technician duties. Normally, the security clearance required for performance of technician duties will be the same as that required for his/her compatible military assignment. The position sensitivity code for military technicians indicates the level of security clearance documented on the SF 52 by the supervisor.

b. Competitive technicians are considered Department of the Army or the Air Force civilian employees for all purposes of security. The SPMO, in conjunction with the State security manager, determines the need for an NACI and security clearance (the supervisor indicates the level of security clearance on the SF 52). The position sensitivity code for competitive technicians indicate the type of checks that must be completed and the level of security clearance needed.

c. Position sensitive codes are:

Army National GuardBlock 3 should read

Nonsensitive

3

Noncritical Sensitive
(Secret or Confidential access)

2

Critical Sensitive
(Top Secret access)

1

Air National GuardBlock 3 should read

Nonsensitive

NonSens

Noncritical Sensitive
(Secret or Confidential Access)

Non-Critsens

Critical Sensitive
(Top Secret Access)

Crit-Sens

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Subchapter 4. Notification of Personnel Action

Figure 4-3. Instructions for Filling in Standard Form (SF) 50, Notification of Personnel Action

Block No.	(See Note 2)	When to Complete	How to Complete
23	Veteran Preference		Enter "N/A"
45	Remarks		Enter remarks shown in PART F of SF 52. The numeric authority codes may be entered here or in blocks 40-44.
46	Employing Department or Agency	Complete on all actions.	Enter Department of the Army or Department of the Air Force as appropriate.

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Figure 4-5. Instructions for Filling in Part B of SF 50-A, Notice of Short-Term Employment

Block No.	(See Note 2)	When to Complete	How to Complete
18	Veteran Preference		Enter 'N/A'
41	Remarks		<p>The numeric auth code(s) are to be recorded in the remarks block of the SF 50-A. These codes are for TPMIS reporting purposes.</p> <p>Military grade may be reflected in the remarks section.</p>
44	Name of Employing Department or Agency		Enter Department of the Army or Department of the Air Force, as appropriate.

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Subchapter 5. Forms

S5-2. Instructions for Obtaining and Preparing Forms

S5-2.6 Appointment Affidavits (SF 61) and Declaration of Appointee (SF 61B)

a. The SF 61 is required for temporary as well as permanent appointment. It is not required if an SF 50-A is used to process the action (oath is included as part of the SF 50-A. When moving among DOD military departments or agencies, renewal of the SF 61 is not required as long as service is continuous. The following personnel are, as local conditions dictate, designated to administer the SF 61: (1) The SPMO staff members who are responsible for processing appointment actions, (2) Individuals at geographically separated worksites or activities whose duties include intermittent responsibility for processing certain personnel actions. Each SPMO should establish a method of administering the oath. Because of the serious undertaking the oath of office represents, it should be administered in a dignified setting. Suggested methods for administering the oath are (1) have all participants stand with right hands raised having the technician orally repeat the oath after the person administering it or (2) during in-processing, the person administering the oath can impress upon the technician that the oath brings with it solemn obligations and a pledge of loyalty to the United States; the oath is to be signed once the technician indicates that he/she has read and understands the oath.

b. (2) The use of SF 61B for military technicians is optional.

S5-3. Preappointment and Appointment Packages

The "National Guard Technician Personnel Employment Record" folder NGB Form 296, has been designed for this purpose.

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Subchapter 9. Career and Career-Conditional Appointments

S9-3(ADDED). National Guard Technicians Employed in the Competitive Service

Whenever an individual is being employed as a permanent competitive technician, the SF 50, whether it is by appointment, transfer, conversion, reinstatement, etc., must contain 32 USC 709 with V8K as the authority code. This is in addition to those required by OPM. With the exception of actions requiring an SF 59, V8K will be the last authority code cited. See table 9-J, Remark 62(ADDED) for the required remark.

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TABLE 9-H CAREER-CONDITIONAL AND CAREER APPOINTMENT BASED ON EXERCISE OF RESTORATION OR REEMPLOYMENT RIGHTS

R U L E	A If the Restoration Or Reemploy- ment Is Based On	B And the Person	C And the Appointment Is	D Then NOAC Is	E NOA Is	F Auth Code Is	G Authority Is
1						Cite V8K in addition to code required by OPM as the auth code for appt held prior to separation upon which restoration is based.	OPM appt auth plus 32 USC 709 as the authority for appointment held prior to separation upon which restoration is based.
2							
3							
4							
5							
6							
7							
8							
9							
10							

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TABLE 9-J REMARKS TO BE SHOWN ON SF 50 FOR APPOINTMENT OR CONVERSION TO CAREER OR CAREER-CONDITIONAL APPOINTMENT

R U L L E	A If	B And	C Then Remark Code is	D Remark is
62 A D D E D			Z01	Employed under the provisions of 32 USC 709
63 A D D E D	Appointment is to a position that requires satisfactory completion of training.		Z02	Condition of employment: Continued employment in this position is contingent upon satisfactory completion of the mandatory training, specifically identified.
64 A D D E D	Appointment is to a position that has security clearance requirements.		Z04	A (enter level required) security clearance is a condition of continued employment.

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Subchapter 10. Nonstatus Appointments in the Competitive Service

S10-3. Instructions.

The SF 50 which documents nonstatus appointments in the competitive service must contain 32 USC 709 with V8K as the authority code. This is in addition to those required by OPM. With the exception of actions requiring an SF 59, V8K will be the last authority code cited.

In rules 3, 5 and 6, table 10-D, Temporary Appointment Pending Establishment of a Register, an SF 59 (ABM) is required and must be entered on the personnel action and submitted to TPMIS.

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Subchapter 11. Excepted Service Appointments

S11-4(ADDED). National Guard Technicians Employed in the Excepted Service

Whenever an individual is being employed as a permanent excepted technician, the SF 50, whether it is by appointment, transfer, conversion, reinstatement, etc., must contain 32 USC 709 with V8K as the authority code. In addition to those required by OPM, V8K will be the last authority code cited. See table 11-D, Remark 72(ADDED) for the required remark.

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TABLE 11-A EXCEPTED APPOINTMENTS WHICH ARE NOT BASED ON EXERCISE OF REEMPLOYMENT OR RESTORATION RIGHTS

RULE	A If the person	B And the appointment	C And the person	D Then NOAC is	E NOA is	F Auth code is	G Authority is
1		is under the handicapped provisions of Schedule A				WUM V8K	Sch A 213.3102(u) 32 USC 709
2							
3							
4							
18						Add V8K	Cite 32 USC 709 as authority which authorizes the appointment or conversion.
19							
20						Add V8K	Add 32 USC 709
21							

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TABLE 11-A EXCEPTED APPOINTMENTS WHICH ARE NOT BASED ON EXERCISE OF REEMPLOYMENT OR RESTORATION RIGHTS (Continued)

RULE	A If the person	B And the appointment	C And the person	D Then NOAC is	E NOA is	F Auth code is	G Authority is
46							
47							
48							
49							
50		Is indefinite (See Note 9 ADDED)	Is not on your agency's rolls	170	Exc Appt	Delete ZLM Add V8K V8K 046	Cite 32 USC 709 as the authority which authorizes the appointment or conversion.
51			Is on the rolls of your agency under a different appointment	570	Conv to Exc Appt	V8K 047	

NOTES: 9 (ADDED) See TPR 300 regarding indefinite appointments. See Table 11-D, Rule 60 for required remarks.

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TABLE 11-B EXCEPTED APPOINTMENTS BASED ON EXERCISE OF REEMPLOYMENT OR RESTORATION RIGHTS

R U L E	A If the person	B And the appoint- ment	C And the person	D Then NOAC is	E NOA is	F Auth code is	G Authority is
1							
2							
3							
4							
5							

Cite V8K as the auth code for appointment held prior to separation upon which restoration is based.

Enter 32 USC 709 if a NG technician prior to separation upon which restoration is based.

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TABLE 11-D REMARKS TO BE SHOWN ON SF 50 FOR APPOINTMENT AND CONVERSION TO POSITIONS IN THE EXCEPTED SERVICE AND UNDER THE NONCAREER EXECUTIVE ASSIGNMENT SYSTEM

R U L E	A	B	C	D
If	And	Then Remark Code is	Remark is	Remark is
60		Z60	Also include the following remark: Employee informed in advance of the condition of the appointment	
72 A D D E D		Z01	Employed under the provisions of 32 USC 709.	
73 A D D E D	Appointment is to a position that requires satisfactory completion of training.	Z02	Condition of employment: Continued employment in this position is contingent upon satisfactory completion of mandatory training.	
74 A D D E D	Appointment is to a position that has a security clearance requirement.	Z04	A (enter level required) security clearance is a condition of continued employment.	

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Subchapter 14. Promotions, Changes to Lower Grade, Reassignments, Position Changes and Details

S14-2. Definitions.

b. Promotion. Use the following criteria to determine whether a promotion has occurred.

- (1) When the change is from a lower to a higher grade within the same pay schedule (GM, GS, WG, WL, WS), the action is a Promotion.
- (2) When the change is from the General Schedule (GS) to the Federal Wage System (FWS) or from one pay schedule to another within the FWS (WG to WL, WS to WG, etc.), compare the representative rates of both positions. If the representative rate of the new position is higher, the action is a Promotion.

Representative rates: GS = step 4, FWS = step 2.

- (3) (ADDED) When the change is from an FWS position to a GS position, use the maximum payable rate rules as stated in 5 CFR 531.203c. If the new rate exceeds the old, the action is a Promotion.

d. Change to Lower Grade. Use the following criteria to determine whether a change to lower grade has occurred.

- (1) When the change is from a higher to a lower grade within the same pay schedule (GM, GS, WG, WL, WS), the action is a Change to Lower Grade.
- (2) When the change is from a GS position to an FWS position or from one pay schedule to another within the FWS (WG to WL, WS to WG, etc.), compare the representative rates of both positions. If the representative rate of the new position is lower, the action is a Change to Lower Grade.
- (3) (ADDED) When the change is from an FWS position to a GS position, use the maximum payable rate rule as stated in 5 CFR 531.203c to set pay. If the new rate is less than the old, the action is a Change to Lower Grade.

i(ADDED). Reassignment NTE - A reassignment made on a temporary or time-limited basis.

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TABLE 14-D PROMOTIONS IN THE COMPETITIVE CIVIL SERVICE
(EXCLUDING THE EXECUTIVE ASSIGNMENT SYSTEM)

RULE	A If the Basis of Promotion is	B And the Promotion	C Then NOAC Is	D NOA is	E Auth Code Is	F Auth is	G Codes for Required Remarks are
6					Add 006		
7					Delete PNM. Add V8K	Delete Reg 351.603. Add TPR 300(351).	

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TABLE 14-E PROMOTIONS IN THE EXCEPTED SERVICE
(EXCLUDING THE EXECUTIVE ASSIGNMENT SYSTEM)

R U L E	A If The Basis Of Promotion	B And The Promotion	C And	D Then NOAC Is	E NOA Is	F Auth Code Is	G Authority Is	H Codes For Required Remarks Are
1						Add 001		
9						Delete PNM. Cite V8K as the auth code used for the appt, and 009	Delete Reg 351.603. Cite 32 USC 709 and TPR 300(351)	
10						Cite V8K as the auth code used for the appt, and 010	Cite 32 USC 709 as the authority used for the appt and TPR 300 (335)	K12
11						Cite V8K as the auth code used for the appt, and 011		

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TABLE 14-E PROMOTIONS IN THE EXCEPTED SERVICE
(EXCLUDING THE EXECUTIVE ASSIGNMENT SYSTEM)

R U L E	A If The Basis Of Promotion Is	B And The Promotion	C Arkl	D Then NOAC Is	E NOA Is	F Auth Code Is	G Authority Is	H Codes For Remarks Are
12	The upgrading of a position without significant change in the duties and responsibilities due to issuance of a new classification standard or the correction of an initial classification error			702	Promotion	V8K 012	32 USC 709 TPR 300(335)	K23 or K27 as appropriate
13	Career promotion without competition when the employee's					V8K 013		K26

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TABLE 14-E PROMOTIONS IN THE EXCEPTED SERVICE
(EXCLUDING THE EXECUTIVE ASSIGNMENT SYSTEM)
(Continued)

R U L E	A If The Basis Of Promotion Is	B And The Promotion	C And	D Then NOAC Is	E NOA Is	F Airth Code Is	G Authority Is	H Codes For Required Remarks Are
14 A D D E D	Career promotion without competition when at an earlier stage the employee was selected under competitive promotion procedures for an assignment intended to prepare the			702	Promotion	V8K 014	32 USC 709 TPR 300(335)	

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TABLE 14-E PROMOTIONS IN THE EXCEPTED SERVICE
(EXCLUDING THE EXECUTIVE ASSIGNMENT SYSTEM)
(Continued)

R	A	B	C	D	E	F	G	H
U	If The Basis	And The	And	Then NOAC	NOA	Auth Code	Authority	Codes For
L	Is	Promotion	Is	Is	Is	Is	Is	Required
E	employee for							Remarks Are
	a stated							
	higher grade							
	position							
15	An exception to competitive promotion procedures not described in rules 11-14 (ADDED)	Is on a temporary basis		703	Promotion NTE (date)	V8K 015	TPR 300(335)	K12
16		Is not on a temporary basis		702	Promotion	V8K 016		
A								
D								
D								
E								
D								

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TABLE 14-G REASSIGNMENTS IN THE COMPETITIVE CIVIL SERVICE (EXCLUDING THE EXECUTIVE ASSIGNMENT SYSTEM)

R U L E	A	B	C	D	E	F
	If The Basis For Reassignment Is	Then NOAC Is	NOA Is	Auth Code Is	Auth Is	Codes for Required Remarks Are
3				Delete PNM. Add V8K	Delete Reg 351.603. Add TPR 300(351)	
4					Delete Reg 335.102 and FPMCH 351, S5-6C(1). Add TPR 300 (335) and TPR 300(351)	

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TABLE 14-H REASSIGNMENTS IN THE EXCEPTED SERVICE
(EXCLUDING THE EXECUTIVE ASSIGNMENT SYSTEM)

R U L F	A If The Basis For Reassign- ment Is	B And The Reassign- ment Is	C Then NOAC Is	D NOA is	E Auth Code Is	F Auth Is	G Codes For Required Remarks Are
7					Delete PNM Cite V8K as the auth code used for the appt, and 005	Delete Reg 351.603 Cite 32 USC 709 and TPR 300(351)	
8					Add V8K Cite V8K as the auth code used for the appt, and 006	32 USC 709 Cite 32 USC 709 as the authority used for the appoint- ment.	
10					V8K 007	32 USC 709 TPR 300(335)	K12
11	Competitive selection under agency merit pro- motion or merit staffing procedures						
A D D E D	Reclassifica- tion of technician's position				V8K 008		K27
12							
A D D E D							

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TABLE 14-H REASSIGNMENTS IN THE EXCEPTED SERVICE
(EXCLUDING THE EXECUTIVE ASSIGNMENT SYSTEM)

R U L E	A If The Basis For Reassign- ment Is	B And The Reassign- ment	C Then NOAC Is	D NOA is	E Auth Code Is	F Auth Is	G Codes For Required Remarks Are
13 A D D E D	Reassignment to a position that can be filled under the same authority as was used for technician's appointment.	Is made on a temporary basis	912	Reassign- ment NTE (date)	V8K	32 USC 709 TPR 300(335)	
14 A D D E D	Ended or is terminated	Was made on a temporary basis	916	Termination of Reassign- ment NTE	V8K	32 USC 709 TPR 300(335)	

NOTE:

4(ADDED). A temporary reassignment may be for one year or less; the State may extend the reassignment for one additional year. An extension beyond 2 years must have prior NGB approval.

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TABLE 14-K CHANGES TO LOWER GRADE IN THE COMPETITIVE CIVIL SERVICE
(EXCLUDING THE EXECUTIVE ASSIGNMENT SYSTEM)

RULE	A If The Basis For Action Is	B And	C And	D Then NOAC Is	E NOA Is	F Auth Code Is	G Auth Is	H Codes For Required Remarks Are
2						Add 002		
3						Add 003		
4						Delete FPM. Add V8K and 004	Delete Reg 551.003. Cite 32 USC 709 and TPR 300 (351).	
5							Delete Reg 335.102 and FPM Ch 351 S5-6C(1). Add TPR 300(335) and TPR 300 (351)	
8							Cite the classifica- tion release letter that authorizes the action.	
15						Add 009		
20							Cite TPR 430 as Agency Regulation.	
23							Cite 32 USC 709 as Agency authority.	

NOTES:

2. Adverse action procedures are not used; additional authority codes provided in this note are not applicable.

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TABLE 14-L CHANGES TO LOWER GRADE IN THE EXCEPTED SERVICE (EXCLUDING THE EXECUTIVE ASSIGNMENT SYSTEM)

R U L E	A If The Basis For Action Is	B And	C And	D Then NOAC Is	E NOA Is	F Auth Code Is	G Auth Is	H Codes For Required Remarks
6						Delete PNM. Cite V8K as the auth code used for the appt.	Delete 351. 603. Cite 32 USC 709 and TPR 300 (351)	
9						Enter V8K and 006 - - - - Enter V8K and 007	Enter 32 USC 709.	
10								
13						Cite V8K as the auth code used for the appt	Cite the classification release letter that author- izes the action and 32 USC 709 as the auth used for the appt.	
14						Cite V8K as the auth code used for the appt and 011.	Cite 32 USC 709 as the authority used for the appt.	

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TABLE 14-L. CHANGES TO LOWER GRADE IN THE EXCEPTED SERVICE (EXCLUDING THE EXECUTIVE ASSIGNMENT SYSTEM) (Continued)

R U L E	A If The Basis For Action Is	B And	C And	D Then NOAC Is	E NOA Is	F Auth Code Is	G Auth Is	H Codes For Required Remarks
17							Cite TPR 430 as Agency Reg	
19						V8K	32 USC 709	
22						V8K	32 USC 709	
23	Competitive selection under Merit Promotion or Merit Staff- ing Procedures					V8K 019	TPR 300(335)	K12

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TABLE 14-N POSITION CHANGE ACTIONS IN THE COMPETITIVE SERVICE
(EXCLUDING THE CAREER EXECUTIVE ASSIGNMENT SYSTEM)

R U L E	A If Basis For Action Is	B And	C Then NOAC Is	D NOA is	E Auth Code Is	F Auth Is	G Codes For Required Remarks Are
2					Add 002		
5					Add 003		
6					- - - - - Add 004		
7					Delete PNM. Add V8K and 005	Delete Reg 351.603. Cite 32 USC 709 and TPR 300 (351)	
8					- - - - - Delete PNM. Add V8K and 006		
9						Delete Reg 335.102 and FPM Ch 351, S5-6C(1). Add TPR 300 (335) and TPR 300(351)	
10							
14					Add 007		
15					- - - - - Add 008		
16					- - - - - Add 009		
17					- - - - - Add 010		

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TABLE 14-0 POSITION CHANGE ACTIONS IN THE EXCEPTED SERVICE (EXCLUDING THE CAREER EXECUTIVE ASSIGNMENT SYSTEM)

R U L E	A		B		C		D		E		F		G		H	
	If Basis For Action Is	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Code Is	Auth Is	Codes For Required Remarks Are							
1																
2																
7																
8																
9																
10																
13																
14																

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TABLE 14-0 POSITION CHANGE ACTIONS IN THE EXCEPTED SERVICE (EXCLUDING THE CAREER EXECUTIVE ASSIGNMENT SYSTEM) (Continued)

R U L E	A If Basis For Action Is	B And	C And	D Then NOAC Is	E NOA Is	F Auth Code Is	G Auth Is	H Codes For Required Remarks Are
17						V8K and 015	32 USC 709	
18						V8K and 016	32 USC 709	
19						Add 017 - - - - - Add 018		
20								
23						V8K and 021	32 USC 709	
24						V8K and 022	32 USC 709	
25						Add 023 - - - - -		
26						Add 024		

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TABLE 14-Q REMARKS REQUIRED IN SPECIAL SITUATIONS

R U L E	A If the Employee	B And	C Then Code For Remark Is
36	Is reassigned or changed to lower grade	Action is to a position requiring satisfactory completion of training.	Z06
A D D E D		Action is to a position requiring a security clearance.	Z08
		Action is a result of failure to satisfactorily complete mandatory training.	Z10
		Action is a result of failure to maintain required security clearance.	Z12

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TABLE 14-R CODES AND CORRESPONDING REMARKS (PROMOTION, CHANGE-TO-LOWER GRADE, REASSIGNMENT, AND POSITION CHANGE)

R U L E	A If Code Is.	B Then The Remark Is
12	K12	If promotion is on a temporary basis, also include "Employee informed in advance of the reasons for and the conditions of the promotion."
39	Z06	Condition of Employment: Continued employment in this position is contingent upon satisfactory completion of the mandatory training, specifically identified for this position.
40	Z08	A (enter level required) security clearance is a condition of continued employment.
41	Z10	Result of failure to satisfactorily complete the specifically identified mandatory training required of your position.
42	Z12	Action is a result of failure to maintain required security clearance.

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TABLE 15-C DOCUMENTING PLACEMENTS IN NONPAY/NONDUTY STATUS

RULE	A If Action Is	B And	C Then NOAC Is	D NOA Is	E Auth Code Is	F Authority Is	G Required Remark Code Is	H And Remark Is
2					Delete L9K Add V8K	Delete Reg 351.807. Add TPR 715.		
3					Delete PNM Add V8K and 004.	Delete Reg 351.603. Cite 32 USC 709 and TPR 300(351).		
6						Cite TPR 715		
7					Delete L9K. Add V8K.	Delete Reg 351.807. Add TPR 715		
8					Delete PNM. Add V8K and 009.	Delete Reg 351.603. Cite 32 USC 709 and TPR 300(351)		
10						Cite 32 USC 709 as Agency Reg.		
14						Cite 32 USC 709 as Agency Reg.		

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TABLE 15-C DOCUMENTING PLACEMENTS IN NONPAY/NONDUTY STATUS

RULE	A If Action Is	B And	C Then NOAC Is	D NOA Is	E Auth Code Is	F Authority Is	G Required Remark Code Is	H And Remark Is
19						Cite 32 USC 709 as Agency Reg		
26						Cite 32 USC 709 as Agency Reg		
29						Delete Reg 351.807. Cite 32 USC 709 and TPR 300(351).		

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TABLE 16-C PROCESSING RETURN TO DUTY ACTIONS

RULE	A If RTD Is From	B And	C Then NOAC Is	D NOA Is	E Authority code is	F Authority Is
4					Delete PSM. Add V8K and 005.	Delete Reg 351.604(d). Cite 32 USC 709 TPR 300(351).
5					Add V8K and 006	Add 32 USC 709
6					Add V8K and 007	Add 32 USC 709

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TABLE 17-A PAY AND STEP CHANGES UNDER THE GENERAL SCHEDULE

R U L E	A If Basis For Action Is	B And	C Then NOAC Is	D NOA Is	E Auth Code Is	F Auth Is	G Codes For Required Remarks Are
8					Add 008		
9					-- -- Add 009		
12					Add 012		
16					Add 016		
21					Add 021		
22					Add 022		
25					Add 025		
26					Add 026		
27					Add 027		
34					Add 034		
36					Add 036		

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TABLE 17-C PAY AND STEP CHANGES UNDER PREVAILING RATE SYSTEMS

R U L E	A If Basis For Action Is	B And	C And	D Then NOAC Is	E NOA Is	F Auth Code Is	G Auth Is	H Codes For Required Remarks Are
23						Add 023		
24						Add 024		
25						Add 025		
26						Add 026		
27						Add 027		
28						Add 028		
30						Add 029		
31						Add 030		
32						Add 031		
33 A D D E D	Decision to withhold a Within Grade Increase on a technician		Technician is enti- tled to grade retention Technician is not entitled to grade retention	910	Denial of Within Grade Increase See Note 2 (ADDED))	V8K V8K 001	32 USC 709	See Note 3 (ADDED)

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TABLE 17-C PAY AND STEP CHANGES UNDER PREVAILING RATE SYSTEMS (Continued)

R U L E	A If Basis For Action Is	B And	C And	D Then NOAC Is	E NOA Is	F Auth Code Is	G Auth Is	H Codes For Required Remarks Are

NOTES:

2(ADDED). Show in "TO" blocks of the SF 50 the step and salary currently held by the technician. Do not show the step and salary being denied or withheld. Show as the effective date the date on which the increase would otherwise have been effective.

3(ADDED). The remark required will be "Within Grade increase to step (number) denied. You remain at (pay plan), (grade), step (number)." If technician is in grade retention, the following remark should also be recorded: "Action denies Within Grade increase to step (number) of technician's retained grade."

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TABLE 18-A TIME LIMITATIONS AND PRIOR APPROVALS

R U L E	A If action continues service on	B And the	C And the new NTE date is	D Then
22 A D D E D	Reassignment NTE		More than two years from the initial reassignment	Make sure that prior NGB-IN approval has been granted.

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TABLE 18-C EXTENSIONS OF TIME-LIMITED APPOINTMENTS AND EXTENSIONS OF OTHER TEMPORARY ACTIONS

R U L E	A		B	C		D		E		F
	If action is extension of	And		Then NOAC Is	NOA Is	Auth Code Is	Auth Code Is	Authority Is		
1										Cite 32 USC 709 as authority used for initial appointment.
2									Cite V8K as auth code used for initial appointment	Cite 32 USC 709 as authority used for initial appointment.
3									Cite V8K as auth code used for initial appointment ----- Cite V8K as auth code used for initial appointment, and 003	
6									Cite V8K as auth code used for initial appointment.	Cite 32 USC 709 as authority used for initial appointment.

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TABLE 18-C EXTENSIONS OF TIME-LIMITED APPOINTMENTS AND EXTENSIONS OF OTHER TEMPORARY ACTIONS (See Note)-(Continued)

R U L E	A If action is extension of	B And	C Then NOAC Is	D NOA Is	E Auth Code Is	F Authority Is
17 A D D E D	Reassignment NTE		914	Ext of Reassign- ment NTE	(Enter same auth code as for temporary reassignment)	(Enter same auth as for temporary reassignment)

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TABLE 21 REALIGNMENT AND MASS TRANSFER

R U I E	A If	B And employee is serving on a	C Then NOAC is	D NOA is	E Auth Code is	F Authority is	G Remark Code is	H Remark is
					Delete UNM. Add V8K and Add 002	Cite 32 USC 709 as agency order that authorizes the action.		
3					- - - - - Add 003			
4					- - - - - Add 004			

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TABLE 24-B CHANGE IN WORK SCHEDULE AND CHANGE IN HOURS

R U L E	A If	B And the	C And the	D And the employee is	E Then NOAC Is	F NOA is	G Auth Code is	H Auth is
3							Add 003	
4							Add 004	
6							Add 006	
8							Add 008	Add 32 USC 709
9							Add 009	

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TABLE 26 CHANGE IN TENURE GROUP

R U L E	A If Employee's position is in the	B And the change results from	C Then NOAC is	D NOA is	E Auth Code is	F Authority is	G Required Remark Code is	H Remark is
2					Delete PGM. Add V8K	Delete Reg 351 501. Add TPR (300)351		
3					Delete PGM. Add V8K and 003			
4					Delete PGM. Add V8K and 004	Delete Reg 351. 502. Cite TPR 300(302).		
8					Delete PGM. Add V8K and 008	Delete Reg 351.502. Add TPR 300(351)		

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TABLE 30-B. PROCESSING RETIREMENTS

R U L E S	A If Retirement is Based On	B And Retirement Is	C Then NOAC Is	D NOA Is	E Auth Code Is	F Authority Is
						Enter State retirement regulation. If one does not exist, enter 32 USC 709.
12	Includes those technicians who would be involuntarily separated due to loss of military membership who meet the eligibility requirements for optional retirement. See table 30-C, rule 36(ADDED) for appropriate remark entry. (NOAC 304 is not to be used in cases of discontinued service retirement.)					

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TABLE 30-B. PROCESSING RETIREMENTS (Continued)

R U L E 14	A If Retirement is Based On	B And Retirement Is	C Then NOAC Is	D NOA Is	E Auth Code Is	F Authority Is
						Enter State retirement. If one does not exist, enter 32 USC 709.

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TABLE 30-C REMARKS REQUIRED FOR RETIREMENT ACTIONS

RELE	A		B		C		D	
	12	13	14	15	16	17	18	19
36 A D D E D		The technician would be involuntarily separated due to loss of military membership		Meets the eligibility requirements for optional retirement				Elected optional retirement in lieu of involuntary separation due to loss of military membership.

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TABLE 31-A. PROCESSING RESIGNATIONS

R U L E	A If Resignation is	B And	C Then NOAC is	D NOA Is	E Auth Code is	F Authority Is
2					and 002	

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TABLE 31-B. PROCESSING NONDISCIPLINARY SEPARATION ACTIONS THAT ARE INITIATED BY THE AGENCY:
DISCHARGES, TERMINATIONS AND DEATHS

R U L E	A		B	C		D	E		F
	If Is	Separation Is		Then Is	NOAC Is		NOA Is	Auth Code Is	
1							001		
18								32 USC 709	
19							019		
22								32 USC 709	
25								32 USC 709	
27	Delete (FPM Chp 351). Insert TPR 300(351)						Delete PNM. Add V8K and 027	Delete Reg 351.603. Add TPR 300(351).	
28							V8K	Cite 32 USC 709 and TPR 300(302.1)	
29							V8K	Cite 32 USC 709 and TPR 300(302.1)	
31								Cite 32 USC 709 as authority which authorizes discharge.	
34								Cite TPR 430 as Agency Reg	

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TABLE 31-B. PROCESSING NONDISCIPLINARY SEPARATION ACTIONS THAT ARE INITIATED BY THE AGENCY:
DISCHARGES, TERMINATIONS AND DEATHS (Continued)

R U L E	A If Separation Is	B And	C Then NOAC Is	D NOA Is	E Auth Code Is	F Authority Is
36					V8K	32 USC 709
42		May include situations where a technician is terminated from employment for reasons outlined in TPR 715.			V8K	32 USC 709

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TABLE 31-B. PROCESSING NONDISCIPLINARY SEPARATION ACTIONS THAT ARE INITIATED BY THE AGENCY:
DISCHARGES, TERMINATIONS AND DEATHS (Continued)

A If Separation Is	B And	C Then NOAC Is	D NOA Is	E Auth Code Is	F Authority Is
43	May include TPR 715 situations when the action is not involuntary as described in FPM Supp 831-1, S11.			V8K	32 USC 709

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TABLE 31-C. PROCESSING DISCIPLINARY SEPARATIONS: DISCHARGES AND REMOVALS

R U L E	A		B		C		D		E		F	
	If Is	Separation	And Is		Then Is	NOAC	NOA Is	Auth Is	Code Is	Authority Is		
5								Delete L6M. Add V8K.		Delete Cite TPR 300(302.1) and 32 USC 709.		
6								Delete L8M. Add V8K and 006.		Delete Reg 315.805 Eq. Cite TPR 300(302.1) as authority.		
8								Delete Z1M. Add V8K		Cite 32 USC 709 as authority which authorizes discharge		
11										Cite 32 USC 709 as authority		
12								Add 012				
13								Delete L4M Add V8K and 013		Delete Reg 315.804 Eq. Cite TPR 300(302.1) as authority.		
15										Cite 32 USC 709 as authority which authorizes discharge.		
18										32 USC 709		
19								Delete L5M. Add V8K.		Cite 32 USC 709 and TPR 300 (302.1).		
20								Delete LXM. Add V8K and 020		Delete Reg 315.804 Eq-mix. Cite as authority TPR 300 (302.1).		
22										Cite 32 USC 709 as authority which authorizes discharge.		
28								Add V8K and 028		Delete FPM Chp 715, S3-2. Cite TPR 715. and 32 USC 709		
29								Delete Z1M. Add V8K.		32 USC 709		

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TABLE 31-F. EFFECTIVE DATE FOR RESIGNATION, TERMINATION OR REMOVAL

R U L E 2	A If Separation Is	B Then The Effective Date Is
		Day before employee enters on active military duty. However, a technician who uses any military leave that he/she is entitled to is separated on the same date that the military leave expires.

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FIGURE 31-4 GUIDE TO INFORMATION TO BE GIVEN BY PERSONNEL OFFICE TO SEPARATING EMPLOYEE (CONTINUED)

Situation	Employee enters military service	Employee transfers to another organization	Employee separates because of a compensable injury	Employee is separated by RIF	Employee moves to another agency without a break in service	Employee resigns after receiving a RIF notice	Employee resigns for reasons not shown in other columns	Employee is separated for reasons not shown in other columns
Tell Employee About								
K.	X (See Note 6 (ADDED))							

NOTES: 6(ADDED). For reestablishment of leave account after military service, see FPM Chapter 630, para 5-4.